**Sum**

To perform a Sum you have to follow three steps in order to have the sum of the numbers you want to add.

* The first step is to have the variables in your table

|  |  |
| --- | --- |
| **Day of the week** | **Profit obtained per day** |

|  |  |
| --- | --- |
| **Day of the week** | **Profit obtained per day** |
| Monday | 800 |
| Tuesday | 650 |
| Wednesday | 245 |
| Thursday | 580 |
| Friday | 910 |
| Saturday | 750 |
| Sunday | 540 |

* The second step is to add the information you want for each variable or category.
* The third step is to add your second variable which has the numbers in it for adding everything at once without having to click in all the cells is to highlight the numbers you want to add and then click on the sum sign then the grand total will appear down from the last cell that had a number on it.

|  |  |
| --- | --- |
| **Day of the week** | **Profit obtained per day** |
| Monday | 800 |
| Tuesday | 650 |
| Wednesday | 245 |
| Thursday | 580 |
| Friday | 910 |
| Saturday | 750 |
| Sunday | 540 |
| **Grand total** | **4475** |